

Massachusetts Department of Correction

Site Visit Report

Description of Training Organization – 2003 Assessment

The Massachusetts Department of Correction (DOC) falls under the umbrella of the Executive Office of Public Safety. The DOC is governed by the Commonwealth of Massachusetts' General Laws to protect the public and provide for the care, custody, and control of incarcerated individuals in state institutions.

- The Department of Correction is under the auspices of the Commissioner of Corrections. The Commissioner's staff is comprised of the Deputy Commissioner, Associate Commissioner, Chief of Staff, Chief of Legal Counsel, Administrator of Finance, and three Assistant Deputy Commissioners.
- The Division of Staff Development is an extension of the Division of Human Resources which falls under the auspices of the Associate Commissioner.
- The Division of Staff Development oversees the development and delivery of recruit and in-service training for the Massachusetts Department of Correction. Training is critical to our employees' effectiveness and serves as the cornerstone of the Department's commitment to excellence.
- The Division of Staff Development is comprised of three regions: Central Region, Southern Region, and Northern Region. There is a Regional Training Coordinator assigned to oversee the training operations at the facilities in their respective regions.
- The Massachusetts Department of Correction's total workforce is over 5,000 employees with over 4,200 being correctional officers.
- The Department of Correction consists of 18 correctional facilities housing over 10,000 inmates with an operating budget of over 330 million dollars (July 02-June 03).

Description of Training Organization – 2005 Re-Assessment

The Massachusetts Department of Correction (DOC) falls under the umbrella of the Executive Office of Public Safety. The DOC is governed by the Commonwealth of Massachusetts' General Laws to protect the public and provide for the care, custody, and control of incarcerated individuals in state institutions.

- The Department of Correction is under the auspices of the Commissioner of Corrections. The Commissioner's staff is comprised of the Deputy Commissioner, two Associate Commissioners, Chief Legal Counsel, and two Assistant Deputy Commissioners.
- The Division of Staff Development reports directly to the Associate Commissioner of Administration.
- The Division of Staff Development leads and manages the development and delivery of all training initiatives to include; The Recruit Training Program, New Employee Orientation and In-Service Training for the Massachusetts Department of Correction. Training is critical to our employees' effectiveness and serves as the cornerstone of the Department's commitment to excellence.
- The Division of Staff Development is comprised of two regions: Southern Region, and Northern Region. There is a Regional Training Coordinator assigned to manage the training operations at the facilities in their respective regions.
- The Massachusetts Department of Correction's total work force is over 4,000 employees with over 3,400 employed as Correctional Officers.
- The Department of Correction consists of 18 correctional facilities housing over 9,000 inmates with an operating budget of over 429 million dollars (July 05-June 06).

Source of Official Student Records

In order to award credit, colleges and universities require proof of completion of coursework issued by the training organization. A student who has completed training provided by the Massachusetts Department of Correction, Division of Staff Development may obtain such records of this training by contacting:

Massachusetts Department of Correction
Division of Staff Development
P.O. Box 1486, Shirley, MA 01464

Description of Training Program – 2003 Assessment

Location: Massachusetts Department of Correction Training Academy, Shirley, Massachusetts

Length: 8 weeks (320 hours)

Program Objective: The Division of Staff Development shall instill within every recruit the discipline, ideals, philosophies, and standards of the Massachusetts Department of Correction, enabling them to confidently and competently assume their roles as part of the correction team.

Learning Objective: Upon successful graduation from the recruit training program, the graduate is a qualified employee, capable of performing the duties and responsibilities required of them at the institutional level.

Instructional Methods: Traditional methods include lectures with audio/visual enhancements, readings and handouts, scenario based role play exercises, demonstrations, computer lab exercises, and teach-back strategies.

Learning Assessments: The learning assessments for the recruits include traditional paper and pencil tests which recruits are expected to achieve a 70% or above on all exams and quizzes as well as demonstrations of competence through practical role play situations.

Description of Training Program – 2005 Re-Assessment

Location: Massachusetts Department of Correction, Division of Staff Development, Shirley, Massachusetts

Length: 9 weeks (360 hours)

Program Objective: The Division of Staff Development shall instill within every recruit the discipline, ideals, philosophies, and standards of the Massachusetts Department of Correction, enabling them to confidently and competently assume their roles as part of the correction team.

Learning Objective: Upon successful graduation from the Recruit Training Program, the graduate is a qualified employee, capable of performing the duties and responsibilities required of them at the institutional level.

Instructional Methods: Traditional methods include lectures with audio/visual enhancements; readings and handouts; scenario based role-play exercises; demonstrations; computer lab exercises; teach-back strategies; and self-directed learning outside of the classroom.

Learning Assessments: The learning assessments for the recruits include a continuum of assessments ranging from exams to include objective and subject questions. Additionally the recruits are individually assessed on six performance task assessments related to the essential functions of a Correctional Officer position. Additionally, various "out of class" activities are included in the academic total average.

Description of Team – 2003 Assessment

Three assessment consultants and one Criminal Justice Training Assessment coordinator were on the team. Below is a list of all participants; CJTA and Excelsior College has full curriculum vitae on file for each.

Dorothy H. Bracey, PhD
 John Jay College of Criminal Justice – ret.
 New York, NY

John P. Keane, MA
 Superintendent – ret.
 NY State Department of Corrections, NY

William H. McDonald, PhD
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Eric C. Schultz, MA
 Assessment Coordinator
 Criminal Justice Training Assessment
 Albany, NY

Description of Team – 2005 Re-Assessment

Three assessment consultants and one Criminal Justice Training Assessment coordinator were on the team. Below is a list of all participants; CJTA and Excelsior College has full curriculum vitae on file for each.

Ann M. Jones, Ed.D.
 Regional Coordinator for Training
 South Carolina Department of Corrections
 Columbia, South Carolina

Victor T. Herbert, MS
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 Attica Correctional Facility
 Attica, New York

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 Chair, Criminal Justice Studies
 Monroe College
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 Senior Assessment Coordinator
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 Albany, New York

Description of Visit – 2003 Assessment

From April 16-18, 2003, three representatives of Criminal Justice Training Assessment conducted a site visit to the Massachusetts Department of Correction training academy in Shirley, MA. Day one of the assessment (Wednesday, April 16th) began with an extensive tour of the training academy and its grounds. During the tour, the academy representatives were able to answer numerous questions posed by the Consultants. The hours before the mid-day break were taken up by the team discussing how things were to proceed throughout the assessment.

The afternoon consisted of an initial review of the training materials and their format, which lent itself to a greater understanding, and initial review, of said materials. Throughout the assessment, the team was well assisted by Drill Instructor for Recruit Training Lee Clement, whose efforts assured an efficient review of the Academy.

Day two of the assessment (Thursday, April 17th) was entirely devoted to the evaluation and review of the Recruit Training program. Given the efficiency with which the academy’s training coordinator has kept all materials, the assessment process was able to proceed without any difficulty.

Day three of the assessment (Friday, April 18th) was spent finishing the review of materials, and initial findings were compiled. At 11:15 am, the assessment team sat down with the training academy’s Director of Training – Ralph “Skip” Keith, Deputy Director of Training – Terry Kingman, and Officer in Charge of Recruit Training – Shawn Silvia, for an exit interview/discussion. The team’s initial findings were presented to the staff along with a number of suggestions that the consultants felt would greatly enhance the training and learning process.

Description of Visit – 2005 Re-Assessment

From July 29-29, 2005, four representatives of Criminal Justice Training Assessment conducted an on-site re-assessment of the Massachusetts Department of Correction training academy in Shirley, MA. Day one (Thursday, July 29) consisted of a re-review of the training materials and recommendations made by the original team’s visit in 2003. Substantial changes had been made to the training curriculum in the two-year interim, grading standards had been increased immensely, and a great deal of outside work by the recruits had been instituted. Using the original assessment as a foundation, the team re-assessed the training materials, personnel records and qualifications, testing standards, outside work materials and testing instruments, and the newly developed online instruction implemented by the department.

Day two involved final wrap-up of materials assessment, a team discussion regarding the overall assessment and credit recommendations, and an agency debrief in which over an hour and a half the team presented its initial findings and answered numerous questions the staff posed regarding the impact of the assessment on the agency, staff, and recruits.

Credit Recommendations

Summary of Credit Recommendations

Program: Recruit Training Module: April 1998 to November 2003

Basic Correctional Procedures	3 Credits
Health & Wellness	2 credits
Interpersonal Communications and Diversity Issues in the Corrections Setting	2 Credits
Legal & Ethical Issues in Corrections	2 Credits
TOTAL	9 Credits

Program: Recruit Training Module: December 2003 through June 2009

Defensive Tactics in Corrections	3 credits
Health & Wellness	3 credits
Informational Systems in Corrections	1 credits*
Interpersonal Communication and Diversity Issues in Corrections	3 credits
Introduction to Correctional Operations	3 credits
Introduction to Correctional Procedures	3 credits
Legal & Ethical Issues in Corrections	3 credits
Practicum in Corrections	3 credits*
TOTAL	22 Credits

* indicates upper level credit

Basic Correctional Procedures (3 credits, lower division)*Location:* Massachusetts Department of Correction Training Academy, Shirley, MA*Length:* 46.5 Hours*Dates:* April 1998 to November 2003

Objectives: Develop the necessary skills to perform a proper clothed and unclothed body search, and the skills and strategies needed to conduct effective searches within a correctional system. Understand the CORI law, provide an overview of the CORI policies and how they relate to the system as a whole, highlight recent changes and future trends in the CORI law, and review exceptions to the law specifically dealing with victims. Develop a full understanding of what contraband is, how to detect, identify and prevent the introduction of contraband into the facility and to ensure the safety and security of staff and inmates. Understand the correct procedures upon arrival at a crime scene, and the collection & preservation of evidence from a crime scene. Know how to properly form an extraction team and utilize a polycaptor shield. Increase the officers' level of fire safety awareness within a correctional institution. Familiarization and proficiency in using IMS database system as well as the Department of Correction's computerized network. Know how to properly account for inmates, understand procedural information on the transportation of inmates, and understand the responsibilities regarding use and procedures for keys and locks. Familiarization with several different types of log books that are commonly used within a prison setting, understand the fundamentals of what constitutes a legally acceptable entry, correction, and/or deletion, and understanding of institutional post orders. Develop a clear understanding of pedestrian trap [also known as sally port or entrance/exit] procedures, searches and arrests of visitors and attorneys on institutional property, as well as define threshold inquiry and probable cause. Develop the skills and knowledge necessary to safely and securely apply and remove handcuffs, leg irons and waist chains on an inmate. Familiarization of the component parts, the proper procedure for donning, the proper procedure for doffing, and the proper safety procedures when using the Scott Air Pak. Understand departmental policy for the security inspection of a correctional facility, provide a successful method of accomplishing these inspections, and ensure the complete integrity of a correctional facility. Understand the functions and use of the Department's security and radio network. Understand organization of tool usage at institutions that comply with 103 DOC 511.

Instruction: Students must complete no fewer than two and one half hours in "Body Search," three hours of "C.O.R.I.," two and one half hours of "Cell Search," two and one half hours of "Contraband," two and one half hours in "Crime Scene," two and one half hours of "Extraction Team," two and one half hours of "Fire Safety," one hour of "IMS Overview," two and one half hours of "Inmate Accountability," three hours of "Inmate Transportation," one hour of "Introduction to Computers," two and one half hours of "Keys & Locks," one hour of "Log Book Entries," three hours of "Pedestrian Trap," one hour of "Post Orders," two and one half hours of "Restraint Equipment," two and one half hours of "Scott Air Pack," two and one half hours of "Security Inspections," three hours of "Security Radio Network/Phone," and three hours of "Tool Control". Instructional methods for this course include lecture (supplemented by PowerPoint presentations, handouts and videos), class participation and practical exercises. Evaluation methods include weekly written quizzes and exams.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Health & Wellness (2 credits, lower division)*Location:* Massachusetts Department of Correction Training Academy, Shirley, MA*Length:* 30.5 Hours*Dates:* April 1998 to November 2003

Objectives: Understand communicable disease control and prevention. Establish proper procedure for responding to an emergency within a prison. Develop the knowledge and skills provide basic care for injuries and sudden illnesses. Understand the importance in dealing with inmate special diets and access to medical care and the manner in which they comply with 103 CMR. Understand the correctional officers' personal consequences of being taken hostage in a prison setting. Develop an understanding of physical fitness and its importance in everyday life. Recognize stress indicators, properly evaluate situations, and take appropriate action towards services available. Develop a responsible decision making process towards wellness.

Instruction: Students must complete no fewer than three hours of "Communicable Diseases," two and one half hours in "Emergency Response," sixteen hours of "First Aid/CPR," one hour of "Inmate Diets," three hours in "Management of Hostage Situations," two and one half hours of "Physical Fitness," one and one half hours of "Stress Awareness," and one hour of "Wellness/Nutrition". Instructional methods for this course include lecture (supplemented by PowerPoint presentations, handouts and videos), class participation and practical exercises. Evaluation methods include weekly written quizzes and exams.

Credit Recommendation: In the lower division associate/baccalaureate degree category, two semester credits.

Interpersonal Communications and Diversity Issues in the Corrections Setting (2 credits, lower division)*Location:* Massachusetts Department of Correction Training Academy, Shirley, MA*Length:* 24 Hours*Dates:* April 1998 to November 2003

Objectives: Develop an awareness of the complexities of communication, sensitivity toward misinterpretation of messages and its underlying causes, and the importance of projecting a positive image if and when testifying in a court of law. Develop an increased understanding of communication regarding differences in the workplace, and explore a variety of beliefs focusing on culture, ethnicity and race. Understand non-lethal approaches to verbal altercations within a corrections environment. Increase knowledge in recognizing the importance of loyal and united relations amongst employees. Understand the importance/significance of report writing, the necessary elements essential in all disciplinary reports, and report writing structure. Develop a commitment and competence in the care, custody and control of inmates under supervision. Understand the systematic, therapeutically sound, and responsible intervention process for suicidal inmates, and understand the proper response of correctional staff to potentially suicidal inmates. Understand the function and consequences of managing inmates. Familiarization with the issues and concerns of victims, and the Victim Service Unit's mission to address these concerns.

Instruction: Students must complete no less than: two and one half hours in "Communication," two and one half hours in "Cultural Diversity," three and one half hours of "Defensive Tactics – Psychological," two and one half hours in "Inmate Social & Cultural Lifestyles," one hour of "Interpersonal Relations," three hours of "Report Writing," four hours of "Suicide Prevention," two and one half hours in "Supervision of Inmates," and two and one half hours of "Victim Services". Instructional methods for this course include lecture (supplemented by PowerPoint presentations, handouts and videos), class participation and practical exercises. Evaluation methods include weekly written quizzes and exams.

Credit Recommendation: In the lower division associate/baccalaureate degree category, two semester credits.

Legal & Ethical Issues in Corrections (2 credits, lower division)*Location:* Massachusetts Department of Correction Training Academy, Shirley, MA*Length:* 20 Hours*Dates:* April 1998 to November 2003

Objectives: Understand the rules and regulations governing the conduct of the disciplinary process involving inmates within Massachusetts State Correctional facilities. Understand the standards of conduct required by the oath Massachusetts correctional officers swear to at graduation, familiarity with the vision, philosophy and mission of the Massachusetts Department of Correction, and provide awareness in ethics and professionalism. Observe and understand the connection between observing inmates' rights and good correctional management. Understand the Right to Know law and its use, as well as Massachusetts Department of Correction Policies and Procedures. Understand the Department's policy regarding sexual misconduct with inmates. Increase knowledge in recognizing sexual harassment, the effects sexual

harassment creates in the workplace and the Commonwealth's policy on sexual harassment. Understand and be able to properly implement the Massachusetts Department of Correction's policy concerning use of force, identified as 103 CMR 505, as well as the individual and institutional liability for the use of force.

Instruction: Students must complete no fewer than two and one half hours of "Disciplinary Procedures," two and one half hours of "Ethics and Professionalism," three hours of "Inmate Rights/Civil Liability," one and one half hours of "Right to Know," three hours of "Rules & Regulations," three hours of "Sexual Harassment," two hours of "Staff Sexual Misconduct," and two and one half hours of "Use of Force". Instructional methods for this course include lecture (supplemented by PowerPoint presentations, handouts and videos), class participation and practical exercises. Evaluation methods include weekly written quizzes and exams.

Credit Recommendation: In the lower division associate/baccalaureate degree category, two semester credits.

Course Descriptions – 2005 Assessment

Defensive Tactics in Corrections (3 credits, lower division)

Location: Massachusetts Department of Correction Training Academy, Shirley, MA

Length: 48 Hours

Dates: December 2003 through June 2009

Objectives: Develop a comprehensive understanding of the legal justification for and limits to the use of reasonable and deadly force as they apply to corrections officers in the course of their duties. Explain the DOC policies and procedures for authorizing the use of force, and to identify specific situations that justify various force applications, to include self defense, extractions, use of restraints, chemical agents and other non lethal weapons, canines, and, firearms. Explain the psychology of anger, including the types and stages of anger, and to identify psychological techniques for defusing and controlling verbally hostile situations. Describe the stages and steps found in the Ladder of Force and apply the techniques appropriate to each stage. Demonstrate proficiency in the proper use of control and restraint techniques, disarming techniques, and offensive tactics. Delineate the reporting responsibilities of administrative, supervisory, and operational personnel in response to the use of force. Demonstrate the proper techniques for the use of each type or agent of force employed by the DOC.

Instruction: Students must complete no fewer than eight hours of "Chemical Agents Overview & Exposure (CS)," thirty-two hours of "Firearms Training/Qualification: .38 revolver, AR-15," four hours of "Handgun Retention," and four hours of "Use of Force: Defensive Tactics (Phase 2)." Instructional methods for this course include lecture (supplemented by PowerPoint presentations, handouts and videos), class participation and practical application exercises. Evaluation methods include weekly written quizzes, exams, and practical performance examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Health & Wellness (3 credits, lower division)

Location: Massachusetts Department of Correction Training Academy, Shirley, MA

Length: 53 Hours

Dates: December 2003 through June 2009

Objectives: Identify the three diseases of most concern in corrections and their modes of transmission. Describe in detail an "exposure of concern." List common methods of universal precautions. Establish proper procedures for responding to an emergency within an institution. Develop the knowledge and skills to provide basic care for injuries, sudden illness, and cardiac arrest. Understand the components of physical fitness and be able to list the positive effects physical fitness has on the body. Demonstrate proper stretching techniques. Understand ways to develop muscle strength/endurance. Recognize stress indicators (especially as it relates to domestic violence), properly evaluate situations, and take appropriate action towards services available. Develop a responsible decision-making process towards wellness.

Instruction: Students must complete no fewer than eight hours of "Adult CPR/AED (ARC)," two hours of "Communicable Diseases," three hours of "Emergency Response/Security Procedures," one hour of "Medical Emergencies self-study," thirty-two hours of "Physical Fitness Training Activities," one hour of "Staff Fitness and Health," four hours of "Standard 1st Aid (ARC)," and two hours of "Stress Management/Domestic Violence." Instructional methods for this course include lecture (supplemented by PowerPoint presentations, handouts and videos), class participation, out-of-class study, and practical application exercises. Evaluation methods include weekly written quizzes, exams, and practical performance examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Informational Systems in Corrections (1 credit, upper division)

Location: Massachusetts Department of Correction Training Academy, Shirley, MA

Length: 21 Hours

Dates: December 2003 through June 2009

Objectives: This course is an in-depth examination of the computerized Information Management Systems (IMS) used in the daily operation and management of correctional facilities, with emphasis on the Massachusetts Department of Corrections system. Using classroom lectures, computer lab activities, and self-directed learning exercises, students learn the administrative and operational uses of the system, procedures to access and search IMS databases, and the techniques for inputting data into various departmental reporting programs. Specific topics include Criminal Offender Record Information, IMF programs for Basic Security Tasks, Counts, Incident/Disciplinary Reports, Log Book Entries, Searches and the Department's extensive Intranet System. Upon completion of this course, students will be able to: explain the administrative and operational uses of an Information Management System; demonstrate the ability to access all the data bases in the Massachusetts Department of Correction's IMS; accurately perform all the IMS tasks and duties required of a correctional officer, including count reporting, incident and disciplinary reports, basic security tasks, etc; correctly and efficiently access inmate data in the Criminal Offender Record Information program; and demonstrate proficiency in the use of the Department's Intranet programs and databases.

Instruction: Students must complete no fewer than ten hours of "Computer Training: IMS Basic Security Tasks," three hours of "Computer Training: IMS Basic Security/Intranet," one and one-half hours of "Computer Training: IMS Count," one and one-half hours of "Computer Training: IMS Incident/Disciplinary Report," one and one-half hours of "Computer Training: IMS Log Book Entries," one and one-half hours of "Computer Training: IMS Searches," one hour of "Criminal Offender Record Information (CORI)," and one hour of out-of-class activities. Instructional methods for this course include lecture (supplemented by PowerPoint presentations, handouts and videos), class participation, out-of-class study, and practical application exercises. Evaluation methods include weekly written quizzes, exams, and practical performance examinations.

Credit Recommendation: In the upper division baccalaureate degree category, one semester credit.

Interpersonal Communication (3 credits, lower division)

Location: Massachusetts Department of Correction Training Academy, Shirley, MA

Length: 43 Hours

Dates: December 2003 through June 2009

Objectives: Develop an awareness of the complexities of communication, sensitivity toward misinterpretation of messages and its underlying causes, and the importance of projecting a positive image if and when testifying in a court of law. Develop an increased understanding of communication regarding differences in the workplace, and explore a variety of beliefs focusing on culture, ethnicity and race. Interpret the definitions of culture, race and ethnicity as they relate to understanding and effectively communicating with the inmate population as well as with their families who regularly visit the institutions. Discuss how myths and stereotypes impact communications. Understand non-lethal approaches to verbal altercations within the correctional environment. Understand the elements of prison life, the techniques of

active listening and the importance of empathy when counseling inmates. Familiarization with the historical development of correctional facilities for female offenders in the United States and MCI Framingham's historical significance as the oldest continually operated state prison for women in the United States. Understand the procedures specifically applicable to treatment of the female offender. Analyze, evaluate and understand the importance of report writing in corrections, particularly the necessity of including all the essential elements in disciplinary and incident reports. Develop the skills necessary through research and evaluation to commit to a philosophy of care, custody and control. Understand the function and consequences of managing inmates. Be able to identify the indicators which place an inmate at high risk for suicide attempts/suicide, as well as the common methods used to commit suicide and evaluate case studies to determine the risk factors portrayed by the inmate or staff member. Develop team building throughout the course both practically and through an understanding of the theoretical underpinnings of the concept. Assess through vigorous self study modules the competencies necessary for familiarity with the Spanish language. Understand the female offender and the counseling techniques used to enhance communication.

Instruction: Students must complete no fewer than three hours of "Cultural Diversity," two hours of "Female Offenders," three hours of "Inmate Social Culture/Lifestyles/Interpersonal Relations," six hours of "Interpersonal Communication/Counseling Techniques," six hours of "Report Writing," two hours of "Spanish for Corrections," two hours of "Suicide Prevention," three hours of "Supervision of Inmates," one hour of "Team Building (Classroom)," twelve hours of "Team Building Activities," and three hours of out-of-class activities, Essays, and Report Assignments. Instructional methods for this course include lecture (supplemented by PowerPoint presentations, handouts and videos), class participation, out-of-class study, and practical application exercises. Evaluation methods include weekly written quizzes, exams, and practical performance examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Introduction to Correctional Operations (3 credits, lower division)

Location: Massachusetts Department of Correction Training Academy, Shirley, MA

Length: 60 Hours

Dates: December 2003 through June 2009

Objectives: Successfully complete seven performance tasks demonstrating the ability to apply the steps and techniques of official count, cell search, writing incident and disciplinary reports, and accurately making log entries (both written and IMS). Demonstrate the ability to apply leg irons, waist chains, and handcuffs appropriately. Demonstrate four effective defensive tactics maneuvers. Perform three radio tasks correctly. Perform three interpersonal dialogue scenarios and appropriately respond to an emergency. Identify and list the steps taken to safely and effectively extract an inmate from a cell and complete an extraction. Identify institutional posts. Successfully perform post duties using post orders. Using a reading exercise (New Jack self-study), be able to discuss organizational culture and professional issues and their application. Identify the types and degrees of mental illness found inside an institution and list the steps to obtain emergency assistance for an inmate suffering from mental illness or chemical dependency inside the institution.

Instruction: Students must complete no fewer than eight hours of "Assessments: Performance Tasks," four hours of "Corridor/Chow Hall Post," five hours of "Forced Movement of Inmates/Extraction," two hours of "Mental Illness/Chemical Dependency," twenty-eight hours of "Mock Institution Operations," five hours of out-of-class activities - New Jack self study," four hours of "Outer Control Post," and four hours of "Unit Officer Post." Instructional methods for this course include lecture (supplemented by PowerPoint presentations, handouts and videos), class participation, out-of-class study, and practical application exercises. Evaluation methods include weekly written quizzes, exams, and practical performance examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Introduction to Correctional Procedures (3 credits, lower division)

Location: Massachusetts Department of Correction Training Academy, Shirley, MA

Length: 50.5 Hours

Dates: December 2003 through June 2009

Objectives: Develop the necessary skills to perform the basic procedures in corrections including, but not limited to the following: perform a proper clothed and unclothed body search, using strategies and skills developed toward making them effective tools for control of contraband; understand the CORI (Criminal Offender Record Information) Law and its applicability to the everyday duties of a correctional officer; develop a full understanding of what contraband is, how to detect, identify and prevent the introduction of contraband in the facility in order to ensure the safety and security of both staff and inmates; be able to implement the proper procedures for collection and preservation of evidence from a crime scene; clearly understand how to form an extraction team and be able to demonstrate appropriate use of a polycaptor shield; account for inmates according to departmental policy; understand all procedures for the transport of inmates; identify and understand the responsibilities with the use of keys; familiarization with log books used in the correctional setting; understand the importance of post orders in a correctional facility; use a pedestrian trap and know the importance of following all outlined procedures at this critical post; develop the necessary skills to effectively apply and remove handcuffs, leg irons and waist chains; use of the Scott Air Pack in a safe and appropriate manner; knowledge of all departmental requirements for security inspections ; understanding the use of radio communications in a facility and the requirements for security of transmissions; understand the functions of tool control in a corrections environment. Critical analysis through self study modules completed online through e-learning is required to complete understanding and document compliance with all basic procedures.

Instruction: Students must complete no fewer than three hours of "Body Searches (Clothed/Unclothed)," three hours of "Cell/Area Searches/KOP/Inmate Property," four hours of "Classification & Programs/Re-Entry," two and one-half hours of "Control of Contraband," one hour of "Criminal Offender Record Information (CORI)," two hours of "Inmate Accountability," three hours of "Inmate Transportation," two hours of "Keys, Locks & Tool Control," two hours of "Log Book Entries," two hours of "Organization Structure/Security Levels," four hours of "Pedestrian Trap Post," two hours of "Public Interaction/Visiting Procedures," five hours of "Radio Communications (Portable/Vehicle)," six hours of "Restraint Training: Handcuffs/Waist Chains Leg irons," three hours of "Scott Air Pak," two hours of "Security Inspections/Alarm Systems," two hours of "Security Threat Groups," and two hours of our-of-class activities. Instructional methods for this course include lecture (supplemented by PowerPoint presentations, handouts and videos), class participation, out-of-class study, and practical application exercises. Evaluation methods include weekly written quizzes, exams, and practical performance examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Legal & Ethical Issues in Corrections (3 credits, lower division)

Location: Massachusetts Department of Correction Training Academy, Shirley, MA

Length: 28 Hours

Dates: December 2003 through June 2009

Objectives: Understand the philosophy and goals of the Massachusetts Department of Correction and how the philosophy and goals are interwoven in the work of correctional professionals. Identify the primary mission of the Department. Identify the standards of conduct required by the sworn oath administered to officers at graduation. List and discuss the tenant of ethical behavior and professionalism. Identify the rules and regulations governing the conduct of inmates and the disciplinary process within the Massachusetts Department of Correction. Accurately complete a disciplinary report on an inmate infraction. Understand the Right to Know law and its application, as well as Massachusetts Department of Correction policy and procedures regarding OHSA requirements. Understand the connection between observing inmates' rights and good correctional management. List potentially litigious areas of liability. Increase knowledge in recognizing sexual harassment, the effects sexual harassment creates in the workplace and the Commonwealth's policy on sexual harassment. Understand the Prison Rape Elimination Act and identify strategies to reduce inmate sexual assault. Identify legal issues surrounding Special Management Units and officer liability in working in such units. Understand the Massachusetts Department of Correction's policy concerning use of force as well as the individual and institutional liability for the use of force. Identify the legal issues regarding

firearms use and lethal use of force, including the force ladder. Define terminology associated with 102 CMR 5, "Use of Force Policy, and identify legal issues surrounding Defensive Tactics.

Instruction: Students must complete no fewer than three hours of "Department Philosophy and Goals," three hours of "Disciplinary Procedures," one hour of out-of-class Disciplinary Reports and Incident Reports activities," two hours of "Employee Rules & Regulations/Ethics & Professionalism," three hours of "Fire Safety/Toxics & Caustics/Right To Know Law," three hours of "Firearms Safety and Liability," one hour of "Inmate Rights/Civil Liability," one hour of "Labor Unions Overview," two hours of "Sexual Harassment In The Workplace," three hours of "Special Management Units," two hours of "Staff Sexual Misconduct/Sexual Assault/PREA," two hours of "Use of Force Regulations, and two hours of "Use of Force: Defensive Tactics (Phase 1) – Psychological." Instructional methods for this course include lecture (supplemented by PowerPoint presentations, handouts and videos), class participation, out-of-class study, and practical application exercises. Evaluation methods include weekly written quizzes, exams, and practical performance examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Practicum in Corrections (3 credits, upper division)

Location: Massachusetts Department of Correction Training Academy, Shirley, MA

Length: 51 Hours

Dates: December 2003 through June 2009

Objectives: This course is designed to expose students to the daily operations and activities of various types of correctional facilities, and to provide them with opportunities to observe and apply theoretical principles and concepts in the practical environment. Students will participate in facility tours; engage in operational exercises; and perform various Massachusetts Correctional Officer duties under the supervision of a facility training supervisor. The course includes a performance evaluation, written exercises, and a formal debriefing. Upon completion of this course, students will be able to; describe the daily activities and responsibilities of a correctional officer in a specific Massachusetts correctional facility; apply principles, practices, skills and abilities learned in the classroom to real world correctional activities including, but not limited to; IMS data entries and enquiries, inmate counts, inmate movements, emergency incident response, post orders, inventories, searches and pat downs, radio communications and protocols, incident reports, etc; demonstrate the ability to communicate effectively with superiors, peers, and inmates; and develop critical thinking, evaluation, and decision making skills in the complex environment of daily correctional operations.

Instruction: Students must complete no fewer than forty hours of "Institution On-the-Job Training," eight hours of "Institution Tours (SBCC, MCIS, NECC)," two hours of "OJT Debriefing," and one hour of out-of-class activities. Instructional methods for this course include lecture, out-of-class study, and practical application exercises. Evaluation methods include written exams, and practical performance examinations.

Credit Recommendation: In the upper division baccalaureate degree category, three semester credits.